

Steps to register for the ROE Web

The business will need to identify an officer/business agent or representative to take responsibility for the ROE Web program.

The business will prepare a **letter of authorization** on company letterhead, duly signed by the employer/president/owner (exact title to be shown on the letter) identifying the designated agent/officer (the Primary Officer).

The business will complete and print the **registration form** from the Web site.

The business will read, complete, print and sign the **Employer Agreement** or the **Payroll Processor Agreement and related client Annexes**.

The business agent (Primary Officer) will request access to the ROE Web program by visiting a Service Canada Center http://www1.servicecanada.gc.ca/en/gateways/where_you_live/menu.shtml with the following authentication documents:

- The **Letter of Authorization**
- The **Registration Form**
- The **Employer Agreement** or the **Payroll Processor Agreement and related client Annexes**
- **Two pieces of identification** (one with photo)

Upon receipt of the signed documents, Service Canada will create a business account and send an email to the business giving access to the training site. An activation code will then be sent by mail to the business within 20 business days so he or she can issue Records of Employment.

The business agent (Primary Officer) must then access the ROE Web via the Internet address, register for a Government **epass** and enroll to use ROE Web.

System requirements

Whether you are a small, medium or large employer, an accountant, bookkeeper or small Payroll Processor, you can use ROE Web with the following:

- High speed Internet access
- Adobe Acrobat Reader (version 5 or better)
- The minimum technical requirement for using an **epass**, as indicated on the **epass Canada site** (visit our Web site for a link to this information)

For more information about ROE Web, visit our Web site at: servicecanada.gc.ca and select "Manage Records of Employment."

Business Service Centre Help Desk 1 800 385-5470